

**TOWN OF EPSOM
BOARD OF SELECTMEN MEETING
940 SUNCOOK VALLEY HIGHWAY
May 30, 2019 AT 7:30 AM**

**Hugh Curley
Virginia Drew
Cheryl Gilpatrick**

**Approved 6/3/2019
HAC/VJD/CCG**

Staff Present: Nancy Wheeler; Dawn Calley-Murdough

Other Attendees: Gary Kitson; Rob Topik

Open Meeting and Pledge of Allegiance

Hugh called the meeting to order at 7:35 am and asked Virginia to lead the Pledge of Allegiance.

Other Business:

CDBG/Kingstown Grant: Nancy reviewed the current status of the grant contract and the remaining steps needed to complete the process. Hugh had been given authorization to sign the contract at a prior board meeting, and once the contract is signed it would be provided to Governor and Council for their review and approval. The board will hold the public hearing for selection of a Grant Administrator. The Grant Administrator will make sure the terms of the grant are met legally and timely, as well as filing all required reports and paperwork. The board would be updated as the process moves forward.

Discussion:

Staff Procedures and Process with Board of Selectmen – Nancy completed a review of the current job descriptions, stating some of Dawn’s duties have changed because her prior assessing experience and is now overseeing that work for the town and working with the assessing contractor M&N Assessing. Dawn agreed with Nancy’s comments and stated she hopes to be trained on the other duties listed on her job description. The board agreed there is an expectation for changes to the job descriptions as they evolve over the next few months.

Discussion took place about chain of command for office staff and communication between office staff and the board members. It was stated Nancy and Dawn are equals in the office, but Nancy’s will provide instruction on needed duties and provide historical information regarding the town when needed.

The Board of Selectmen have authorization of staff overtime and comp time. The majority of communication to office staff will come from Hugh, the Office Liaison. Communication and emails can be sent to both Nancy and Dawn to make sure both are kept informed, and any needed answers will be provided by the person responsible for the information.

The board agreed that communication should remain open between office staff and Department Heads. This will help keep the office informed about current activity taking place with the departments, including things that might impact the general public. This includes sharing information and communication between board and committee members and volunteers, and the department heads. A suggestion was made for office staff and department heads to meet for updates, as well as continuing the periodic Board of Selectmen and Department Head meetings. The board would write a memo to department heads about communicating with the office staff.

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Discussion took place about board members also letting office staff know when they receive complaints and concerns from the general public. This will provide any needed historical documentation of problems, as well as keeping the office informed of any issues they should be aware of. A reminder was given that the town does have a complaint process, as well as an official complaint form that should be used. When a board member receives an anonymous complaint they can pass that information forward to the applicable department as an FYI of a concern with no responsibility for taking action.

The Board agreed that staff would attend Board of Selectmen meetings to provide necessary town reports and answer questions regarding any needed topics. This would include adjusting the agenda to try and limit the amount of time staff needs to spend at the meeting, allowing them to leave, if desired.

The board agreed they wanted the board room and meeting materials prepped for board meetings at least 15 minutes before the start of the meeting. Consideration was given to the day the contract assessor would visit the office, and it was changed from Friday to Wednesdays before the board meetings. It was stated the existing cut off time for adding items to the agenda was at noon the Friday before the board meeting; any emergency items would be added to the agenda as needed. The board agreed to add an Administrative Assistant Report to the agenda.

It was determined that Dawn would take over completing the board minutes as of the June 17, 2019 meeting.

Hugh brought up the day to day supervision of Donna, in relation to Chain of Command. Cheryl asked about checks and balances of duties. Nancy would continue to train Donna as her back up, Dawn would oversee the assessing related tasks, and the board would also have instructional oversight. The board would write a memo to Donna explaining the process. The board would provide checks and balances of the majority of Dawn's work. Nancy has checks and balances, depending of the subject, with the board, department heads, Town Clerk/Tax Collector, Treasurer, and various state agencies.

All agreed the meeting was helpful and productive and the board agreed they would continue discussion on board processes and procedures and operations of board meetings.

Motion to Adjourn: by Virginia, seconded by Cheryl. The motion passed 3 to 0.

Hugh adjourned the meeting at 9:14 AM.

Respectfully Submitted,



Dawn Calley-Murdough
Recording Secretary